

King, Valerie A.

From: Mitchell, Kathy A. (Research Center)
Sent: Tuesday, March 26, 2002 3:32 PM
To: Braem, Daniel; Rodari, Harriette
Cc: King, Valerie A.; Amador, Jennifer; Goldsmith, Alan; Gregory, Carla; Larson, Lynn
Subject: Publications Administration

Daniel and Harriette-

I wanted to give you an example of the kinds of information I maintain related to PM USA publications.

My publications database presently only stores author, title, and source. I needed something to help me administer other aspects of our publications holdings and have used Excel. Sometimes I am asked new things about the holdings and I just add another column.

Column A

Each submission to the MRB is assigned a number beginning with #1 at the start of the new year. There are occasions where the article did not receive MRB review and I have written "none."

Column C

For my monthly report, I count the number of entries into the Publications database (PUBS). Some documents are not entered into the PUBS database. An example is a preface written by M.R. Hajaligol. (The new database we envision will have a field for document type. Currently our scope is limited to publications, books and proceedings.)

Column D

A number is assigned to each entry in PUBS.

Column H

We have a Banquet each spring honoring inventors and authors. Here I enter the date that the author was honored, the date that the author will be honored, or if the publication does not meet the criteria for honors. We are honoring only authors of peer reviewed journal articles who are current employees.

Column I

I note why an author was not honored.

Column L & M

I like to leave myself a reminder if I'm still waiting on copies for the files. I encourage authors to purchase reprints. Otherwise, I note whether the journal is covered by the Copyright Clearance Center (CCC) or whether we have received permission to copy.

Column N

If a journal or proceedings is peer reviewed, I have entered the name into this column. It serves as a reminder that management has agreed that this publication has met peer review criteria.



Publications database
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I'd be happy to answer any questions you may have about this.

Kathy

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